

# Retention and Classification Report

**Agency:** Tooele (Utah) (3305)

90 North Main  
Tooele, UT 84074  
435-843-2100

**Records Officer** Lisa Carpenter

28549 Assessment rolls  
28488 \*Cemetery burial record  
28511 \*Cemetery deed record  
28505 \*Cemetery interment record and plot index  
28487 \*Cemetery lot book  
28507 \*Cemetery lot status record  
28544 Record of tax sales  
28476 \*Tooele Memorial Center Committee minutes

**AGENCY:** Tooele (Utah)

**SERIES:** 28549

3

**TITLE:** Assessment rolls

**DATES:** 1889-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by name or alphanumerical by plat and block or section designation.

**DESCRIPTION:**

These books record the levy and assessment of special taxes. They contain extension number, address, plat or subdivision; block and lot numbers; name of owner; address; number of front feet; amount paid on principle; interest; when paid; total amount paid and principal interest.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 12, Item 4.

**AUTHORIZED:** 07/08/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

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**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the assessment and collection of taxes by Tooele City.

**AGENCY:** Tooele (Utah)

**SERIES:** 28549

**TITLE:** Assessment rolls

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Tooele (Utah)

**SERIES:** 28488

3

**TITLE:** Cemetery burial record

**DATES:** 1853-1990.

**ARRANGEMENT:** Roughly alphanumerical by plat and block and chronological by burial date.

**DESCRIPTION:**

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

**AUTHORIZED:** 04/15/2014

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the location and identity of burials in the cemetery.

**AGENCY:** Tooele (Utah)

**SERIES:** 28488

**TITLE:** Cemetery burial record

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Tooele (Utah)

**SERIES:** 28511

3

**TITLE:** Cemetery deed record

**DATES:** ca. 1860-ca.1970.

**ARRANGEMENT:** Generally alphanumerical by plat, block, and lot designation.

**DESCRIPTION:**

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment Records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 2.

**AUTHORIZED:** 06/03/2014

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as documentation of plot ownership in the cemetery.

**AGENCY:** Tooele (Utah)

**SERIES:** 28511

**TITLE:** Cemetery deed record

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Tooele (Utah)

**SERIES:** 28505

3

**TITLE:** Cemetery interment record and plot index

**DATES:** ca. 1852-1971.

**ARRANGEMENT:** Chronological by interment date and alphabetical by name.

**DESCRIPTION:**

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

**AUTHORIZED:** 05/28/2014

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the identity and location of burials in the cemetery.



**AGENCY:** Tooele (Utah)

**SERIES:** 28505

**TITLE:** Cemetery interment record and plot index

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private.

This series contains information about the cause of death of individuals that likely came from death certificates, which are considered private for 50 years in accordance with Utah Code 26-2-22.

**AGENCY:** Tooele (Utah)

**SERIES:** 28487

3

**TITLE:** Cemetery lot book

**DATES:** 1853-1971.

**ARRANGEMENT:** Alphanumerical by plat, block, and lot designations.

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 6.

**AUTHORIZED:** 04/14/2014

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the location and identity of burials in the cemetery.

**AGENCY:** Tooele (Utah)

**SERIES:** 28487

**TITLE:** Cemetery lot book

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Tooele (Utah)

**SERIES:** 28507

3

**TITLE:** Cemetery lot status record

**DATES:** ca. 1910 - ca. 1950.

**ARRANGEMENT:** Numerical by block number.

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 6.

**AUTHORIZED:** 06/02/2014

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as documentation of lot ownership and the location of burials in the cemetery.

**AGENCY:** Tooele (Utah)

**SERIES:** 28507

**TITLE:** Cemetery lot status record

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Tooele (Utah)

**SERIES:** 28544

3

**TITLE:** Record of tax sales

**DATES:** 1923-1939

**ARRANGEMENT:** Roughly chronological by tax sale date.

**DESCRIPTION:**

These are records required to be prepared by county treasurers as the "official record of delinquent taxes in the same order as property appears in the assessment rolls" (UCA 59-2-1338(1) (2003)). They are required to include the name of the person to whom property is assessed; description of the delinquent parcel, and a reference to the parcel, serial, or account number under which the property was listed in the assessment roll; the amount of delinquent taxes, penalties, and administrative costs; and the date of redemption and by whom the property is redeemed (UCA 59-2-1338 (2003)). The record shall provide space for "entering delinquent taxes assessed years against each parcel which remains unredeemed" (UCA 49-2-1338(2) (2003)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 14.

**AUTHORIZED:** 05/18/2015

**FORMAT MANAGEMENT:**

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**AGENCY:** Tooele (Utah)

**SERIES:** 28544

**TITLE:** Record of tax sales

(continued)

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of tax sales in Tooele City and the tax sale process of the time period.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Tooele (Utah)

**SERIES:** 28476

3

**TITLE:** Tooele Memorial Center Committee minutes

**DATES:** 1945-1946.

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 13.

**AUTHORIZED:** 03/18/2014

**FORMAT MANAGEMENT:**

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**AGENCY:** Tooele (Utah)

**SERIES:** 28476

**TITLE:** Tooele Memorial Center Committee minutes

(continued)

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of efforts to construct a community memorial building in Tooele.

**PRIMARY CLASSIFICATION:**

Public